SHIMOGA FOREST DIVISION.

Notification dated 26th May 1933.

It is hereby notified for general information under section 40 of the Mysore Forest Regulation that the undermentioned materials found unclaimed in Konagahalli Village, Kumsi Sub-Taluk, have been kept in the custody of persons noted against each.

Persons having any claim to the said materials are hereby requested to present a written statement of their claim to the undersigned within a month from the date of publication of this notice and establish their claims, failing which the said materials will be confiscated to Government under section 42 of the said Regulation.

I Teak green poles

	Dimensions	Contents C.ft.			
1	10-0 x 2-6	3	10	0	These were found lying near the Hanumantharayana Temple to the east of Harnahalli Magani, Konagalli Grama and contains no marks visible on them.
2	13-0 x 2-2	3	9	0	
3	10-0 x 2-4	3	4	0	
4	12-9 x 2-7	5	3	0	
5	16-0 x 2-4	5	5	0	
6	12-0 x 2-9	5	8	0	
7	20-0 x 2-9	9	5	0	
8	20-0 x 2-6	7	9	0	
9	10-0 x 1-6	1	4	0	
10	15-0 x 2-6	5	10	0	
11	11-0 x 2-10	5	6	0	
12	2-6 x 3-0	1	4	0	
13	20-0 x 2-3	6	3	0	
14	8-0 x 2-10	4	0	0	
15	15-0 x 2-10	7	6	0	
16	11-0 x 2-7	4	7	0	
17	11-0 x 2-7	4	7	0	
	Total ...	17	85	4	

II. Teak green poles

	Dimensions	Contents			
1	9-6 x 2-3	3	0	0	These were found lying near the backyard of Chennabasaiya of Harnahalli Magani, Konagalligrama and contains no marks visible on them. All the poles are in the custody of Mr. Nandibasappa, son of Siddappa of Konagavalli.
2	9-11 x 3-6	7	7	0	
3	5-0 x 2-2	1	5	0	
4	9-6 x 1-11	2	2	0	
5	10-2 x 2-8	4	5	0	
6	10-0 x 2-1	2	8	0	
7	9-6 x 2-2	2	9	0	
8	9-3 x 2-0	2	3	9	
9	9-3 x 2-3	2	11	0	
10	14-9 x 2-1	3	11	0	
11	12-0 x 1-8	2	1	0	
12	8-0 x 2-2	2	4	0	
13	11-6 x 1-10	2	4	0	
14	11-0 x 1-11	2	6	0	
15	9-6 x 2-2	2	9	0	
16	12-9 x 2-7	3	3	0	
17	9-0 x 2-0	2	3	0	
18	9-6 x 1-9	1	9	0	
19	11-6 x 1-10	2	4	0	
20	11-9 x 2-0	2	11	0	
21	12-9 x 2-1	3	5	0	
22	13-0 x 1-7	2	0	0	
23	9-6 x 2-2	2	9	0	
24	9-0 x 1-3	0	10	0	
25	10-0 x 2-7	4	2	0	
26	9-6 x 2-6	3	8	0	
	Total ...	26	76	5/12	

MOHAMED PIR,
District Forest Officer.

BHADRAVATHI DIVISION.

Notification, dated 27h May 1933.

Notice is hereby given that sealed tenders will be received at the Office of the District Forest Officer, Bhadravati Division, up to 4 P.M. on the 19th June 1933 for the purchase of the exclusive right of collecting Tangadi (Cassia auriculata) and Kakke (Cassia fistula) barks on all Government unoccupied lands and State Forests from 1st July 1933 to 30th June 1935.

Remarks.—Includes produce on all Government unoccupied lands, Amrut Mahal Kavals, Plantations and State Forests and excludes the produce of Inam, Jodi, Kayamgutta, Sarvamanya, Kandayam and other lands which are in the occupancy of private individuals.

N.B.—Removal of kakke bark in plantations is prohibited.

The Government will not make any extra demand for lands resigned from occupation and the lessee shall not be entitled to any rebate on account of lands taken up for cultivation during the currency of the lease.

2. Tenders of defaulters on account of previous leases will be summarily rejected.

3. The tenders must be accompanied by a certificate obtained from the Amildar of the Taluk in which he resides in the form prescribed by Government, in regard to his solvency and its extent or an exchange certificate as provided for in clause 5, and (2) also a sum of Rs. 200 as earnest money in the form of cash or currency notes.

4. The tender should be superscribed "Tender for the lease of collecting Thangadi and Kakke barks" and must denote the name and address of the tenderer clearly.

5. The successful tenderer shall deliver his solvency certificate to the officer conducting the sale and get in exchange, if he so desires, a certificate signed by the latter which will be sufficient authority for him to bid at auction sales in any one of the remaining divisions. This exchange certificate shall be delivered to the officer conducting the sale in cases the party named therein happens to be the highest bidder obtaining in lieu thereof, if he wishes, a fresh exchange certificate for his use. The exchange certificate will contain all the particluars found in the Amildar's certificate with the details of purchases made in the sales of other Divisions as well as in the one in which the exchange certificate is sought for.

6. The exclusive right of collecting and removing the produce above described will be disposed of to the highest tenderer subject to the confirmation of the Chief Conservator of Forests, who at his discretion may accept or reject the highest or any other bid, without assigning any reason therefor.

7. The successful tenderer shall within three days of the notice of acceptance of the tender credit into the Government Treasury, one-quarter of the total sale amount including the deposit already made together with local, railway and other cesses, if any *on the full lease amount* at the rates prevailing in the District. In default, the deposit already made will be forfeited and the right resold. Such resale will be at the risk of the defaulting purchaser who will be liable to make good any loss that may result to Government by it, but will have no claim to any surplus accruing therefrom. Such losses shall be recoverable as an arrear of land revenue.

8. If the tender is not accepted by the authority concerned, all moneys paid will be refunded to the party.

9. Within fifteen days of the intimation of the confirmation of the sale, the successful bidder shall execute seperate agreement at one for each unit with one or more sureties to the satisfaction of theDistrict Forest Officer of the District concerned on a stamped paper of the value of ten annas procured at his own cost and also furnish a security deposit of Rs. 500 or one-quarter of the sale amount whichever is less, for each unit for the due fulfilment of the conditions of the contract in the shape of Government Savings Bank Deposit. In default either to execute the agreement with the necessary sureties or to furnish the required security or both, the contract will be cancelled, all the moneys already paid forfeited to Government and the right resold, at the defaulter's risk. He shall have no claim to any surplus accruing from such resale, but shall be liable for the loss arising therefrom which will be recovered as an arrear of land revenue under section 79 of the Mysore Forest Regulation. After executing the agreement and furnishing the security, the successful bidder shall before entering, on the collection of the bark, obtain from the District Forest Officer a permit in the prescribed form authorising him to commence the bark collection.

Note.—(i) The solvency and the respectability of the sureties should be proved to the satisfaction of the District Forest Officer and the sureties shall be held responsible for all payments to be made under the lease and for the due fulfilment of all the conditions of the contract.

Note.—(ii) A sample form of the agreement may be seen at any of the District Forest Offices.

10. The balance of the sale amount shall be paid in three equal instalments at intervals of four months as follows:—

1st instalment		or or before	1st November 1933.
2nd	do	do	1st March 1934.
3rd	do	do	on the 1st July 1934 or the next working day if 1st July 1934 is a general holiday.

In default to pay the instalments on due dates, the contract shall be cancelled and the right resold, the defaulter being liable for any deficit in the amount due to Government less the amount already paid. He shall have no claim on the surplus accruing from such resale, but shall be liable to the loss arising therefrom, which shall be recovered as an arrear of land revenue, under section 79 of the Mysore Forest Regulation, or any other law for the time being in force. Interest at 9 per cent per annum will be charged on all arrears of lease amount permitted to be paid after the due date but before the resales.

11. No concession of any kind will be shown to the contractor for loss on any account.

Further conditions to be entered in the agreement are—

(*a*) The lessee shall hold himself responsible to prevent the cutting of tender stems under one year by himself, his servants or agents.

(*b*) The lessee shall furnish a list of sub-contractors, agents or maistries and servants who may be appointed by him for the collection of the bark.

(*c*) The lessee shall work out the lease himself and not transfer or sublet it to others without the previous sanction of the Chief Conservator of Forests.

(*d*) The barked wood shall be the property of the lessee.

(*e*) The coolies employed by the lessee must take permits from the Range Officers when they enter State Forests.

(*f*) The lessee shall keep accounts showing the quantity of the bark collected and removed in accordance with the lease and permit the inspection of such accounts by any Forest Officer of and above the rank of a Ranger having jurisdiction with the area referring to the lease, and Officers of the Revenue and Police Departments of and above the rank of an Amildar or Police Inspector, respectively.

(*g*) The lessee shall render every month to the District Forest Officer in the prescribed form an account of the number of cart-loads of tangadi and kakke barks collected and carted during the month.

(*h*) The lessee shall provide printed licenses and passes in triplicate for the collection and for the export of the bark under his signature. In the latter case, each cart-load must be covered by a pass. These licenses and passes which will be in books shall be obtained from the Range Forest Officer and will have a seal of the District Forest Officer, impressed. The duplicate copies will be submitted to the Range Forest Officer on the day on which the license or pass is issued. When the books are completed, the counterfoils should be returned to the District Forest Officer through the Range Officer and fresh supply obtained.

Note.—(1) Forest forms approved in Government Order No. G. 6119-21—Ft. 178-28-2, dated 20th November 1928, shall be used.

(2) The unused licenses and books remaining with the lessee, on 31st July 1935, shall be returned to the District Forest Officer and before the lessee claims the refund of the security deposit.

(*i*) The lessee or sub-lessee, his agents or maistries and servants shall be held responsible for any fires caused by negligence either by themselves or by their workmen and shall prevent the occurrence of fires in the Forests in which they may be working and render prompt assistance in extinguishing such fires as may break out accidentally.

(*j*) They will also be liable under the Forest Regulation, irrespective of any action that may be taken under the contract. They shall remove out of the limits of the District before the 31st July 1935, all bark collected and stored under the terms of this lease.

(*k*) Neither the lessee or sub-lessee, nor his employees, shall enter the State Forests either before sunrise or after sunset.

(*l*) No collection of the bark will be permitted in the State Forests during the fire season, *i.e.*, from the 15th February to end of April of each year.

(*m*) The lessee or sub-lessee shall not interfere with the recognised rights of Inamdars.

(*n*) The lessee or sub-lessee shall hold himself responsible for the acts of his agents or servants in the business of collection and transport.

12. In the event of breach of any of these conditions, the lease will be cancelled or the security amount forfeited in whole or in part or both these penalties will be enforced at the discretion of the Chief Conservator of Forests. In the case of mere forfeiture of the security deposit amount, the difference will be made good immediately by the contractor, and in the case of the cancellation of the lease, the right will be resold the lessee not being entitled to moneys already paid by him or for the subsequent excess realisations by resale, the deficit if any, that may result from such resale being recovered from him as an arrear of land revenue.

H. V. RANGASWAMY IYENGAR,
District Forest Officer.

MYSORE DISTRICT.

Notification dated the 17th May 1933.

It is hereby notified for general information that the right of collecting daily grazing fees from the owners of draught and other cattle that ply between British and Mysore Territories at the following places at the rates specified in the Schedule "A" from the 1st July 1933 to 30th June 1934, will be sold by public auction on the 20th June 1933, at 2 P.M. in the District Forest Office, Mysore, by the District Forest Officer, Mysore or other officer deputed by him subject to the confirmation by the District Forest Officer, Mysore, or the Chief Conservator of Forests in Mysore as the case may be and subject to the following conditions:—

Place of collection	Name of Toll-gate	Forest Range and Taluk
1 Hassanurghat (Kolipalya) ...	(Near Kolipalya Toll-gate)	Chamarajanagar Range, Chamarajanagar Taluk
2 Mulehole ...	(Near Mulehole do)	Gundlupet Range, Gundlupet Taluk.
3 Bandipur ...	(Near Bandipur do)	Do do
4 Hediyal ...	(Near Hediyal),	Hediyal Range Chamarajanagar Taluk
5 Anecholkur (Allur and Ankanahalli.	Near Toll-gates of Allur (Panchavalli and Ankanahalli).	Hunsur Range, Periyapatna Sub-Taluk
6 Veeranhosahalli ...	Near Veeranhosahalli Forest Lodge	Do do
7 Koppa and Muthur ...	Koppa and Muthur	Do do
8 Kakankote ...	Near Kakankote Toll-gate	Kakankote Range (Heggaddevankote Taluk)

N.B.—Serial Nos. 7 and 8 will be put up for auction if it is approved by the Chief Conservator or Forests.

1. Each bidder should deposit a sum of Rs. 50 (Rs. fifty) as earnest money with the sale conducting officer before he is permitted to bid, which in the case of unsuccessful bidders will be returned to them after close of the sale.

2. The highest bidder should pay one-fourth of the sale purchase money at the close of the sale less the initial deposit amount together with the local, education and railway cesses at Re. 0-1-0, Re. 0-0-6 and Re. 0-0-3 per rupee respectively on the full sale amount, failing which the right will be resold forthwith at his risk forfeiting the amount already deposited. The original bidder, will not be entitled for any surplus amount in the resale but is liable to pay any loss which will be recovered as an arrear of land revenue.

3. The balance of the sale amount should be paid within 30 days from the date of sale or seven days from the date of intimation of the confirmation of the sale whichever is later and furnish a security deposit of Rs. 50 for each unit and execute a mutchalika on a stamped paper of proper value procured at his own cost, failing which the right will be resold at his risk forfeiting all the amounts paid by him so far. He is not entitled to any profit that may accrue in the resale but if there is any deficit, it will be recovered from him as a revenue demand.

4. The sale conducting officer reserves himself the power to accept or reject the highest or any other bid without assigning any reason for the same.

5. The right holder should make his own arrangements to get the tickets with the face value of one anna, six pies and three pies printed in books of 100 pages each at his own cost in the form noted in Schedule "B" and get them stamped with the seal of the District Forest Office and stock sufficient supply at the place of collection. He should also return all the used up books with his accounts every month to the District Forest Office. He should make his own arrangements for any temporary sheds that may be required for the use of his men or for collection purposes.

6. The right holder shall by himself or his Agent not levy under any circumstances rates other than those referred to in the Schedule "A". Any irregularity or complaint coming to notice in this connection shall render him liable to criminal prosecution, besides forfeiting his contract forthwith.

7. It will be the bounden duty of all owners of cattle that ply between the British and Mysore Territories to pay the fees at the prescribed rates and obtain tickets which will be affixed on the horns of cattle if there are any, before allowing them to pass through failing which they will be liable to criminal prosecution under the Forest Regulation or any other law, in force.

Other conditions to be entered in the Agreement.

1. The contractor shall not dispose of or sublet such right or any part thereof without the writing permission of the District Forest Officer, Mysore, for the time being (hereinafter called the District Forest Officer) which permission may be refused by the latter without assigning any reason for so doing.

2. In case of any question arising with regard to or any objection being taken by any person to the contractor's rights to collect the daily grazing fees in any of the places, the District Forest Officer may, if whenever such question arises, serve the contractor with a written notice prohibiting his collection and on the service of any such notice, the orders and directions therein continued shall, until the same are carried by the District Forest Officer, be taken as part of the conditions of this contract, anything herein contained to the contrary notwithstanding and shall be observed and performed by the contractor.

3. The contractor shall have no claim for compensation for any loss he may incur by carrying out the provisions of any such notice;

4. The collection shall be effected only under such system, and form of printed permit as may be approved of or ordered from time to time by the District Forest Officer and any violation shall render this contract liable to be cancelled by the District Forest Officer or the Chief Conservator of Forests.

5. No person shall be considered as duly accredited as Agent of the Contractor for the purpose of this contract unless he is approved of by the District Forest Officer and is provided by the contractor with a power of attorney and until a copy of such power of attorney is deposited with the District Forest Officer or such other Forest Officer as may be authorised by him in his behalf. The name, residence and a specimen of the signature of the Agent who is authorised by the contractor for the collection shall be communicated to the District Forest Officer.

6. The contractor shall be responsible for the acts of himself his Agents and all persons authorised by either of them to collect.

7. The contractor shall not engage or employ any coolies or cartmen employed by the Department for extracting forest produce by Departmental Agency if any work under this contract without permission from the Range Forest Officer.

8. If any fire occurs in the Forest Area to which this contract applies, the contractor, his Agents and all persons authorised by either to collect, shall render every assistance and use their best endeavours to extinguish the fire and every such person shall, in all cases, give

9. The contractor shall keep correct accounts of the collections in the form prescribed from time to time by the District Forest Officer and shall submit to the District Forest Officer every month, a copy of such account. The contractor shall permit the inspection, at all reasonable times, of his account by the Chief Conservator of Forests, District Forest Officer or any other Officer deputed by them.

10. Interest at nine per cent per annum shall be paid by the contractor on all payments paid after the due date with permission.

11. Any money due by the contractor under the terms of this contract shall, under section 79 of the Mysore Forest Regulation (No. XI of 1900) or any other law for the time being in force, be recoverable as if it were an arrear of land revenue.

12. The sum of Rs. 50 deposited by the contractor, *vide* security deposit account No.... at the.....together with the interest accruing thereon is a security deposited for the due fulfilment of all and every one of the conditions of this contract for breach of any of which by the contractor, the District Forest Officer shall be entitled to forfeit the deposit in whole or in part either during or after expiry of the contract and in the event of any such forfeiture pending the continuance of the contract, the sum so forfeited shall be immediately made good by the contractor who will not be allowed to continue his work under this contract until such deposit has been brought up to the full amount originally deposited.

13. The security deposit or the balance thereof after any deductions have been made under any of the above conditions shall be returnable to the contractor, two months after the expiry of the contract on production by the contractor of an order in writing by the District Forest Officer releasing the contractor from all liability under this contract.

14. The contractor shall at all times comply with the provisions of the Mysore Forest Regulation (XI of 1900) and any statutory modification thereof and all rules from time to time in force thereunder and the provisions of this contract shall be taken in all respects as subject to such regulation and rules or other law for the time being in force.

15. In the event of any breach by the contractor or his Agents of any of the above conditions, the District Forest Officer or the Chief Conservator of Forests shall have the right besides enforcing forfeiture of security deposit to cancel this contract by written notice and in such case, at the option of the District Forest Officer or the Chief Conservator of Forests, the right may be resold or be worked Departmentally and the contractor shall be responsible for and shall make good to Government any loss which the Government may incur on such resale or Departmental working as the case may be, but shall have no claim to any surplus which the Government may realise thereby.

16. In case of any dispute arising between the District Forest Officer and the contractor as to any matter arising under this contract, such dispute shall be referred to the Chief Conservator of Forests, whose decision thereon shall be final.

SCHEDULE "A"

Rates at which the daily grazing fees have to be levied.

	Rs.	a.	p.	
Cows and Oxen	0	0	6	(six pies) per head
Buffaloes and Horses	0	1	0	(one anna) per head
Sheep and Goats	0	0	3	(three pies) per head

SCHEDULE "B"

Form of the Ticket Books.

(1) *Counterfoil.* 1933-34. Buffaloe or Horse ... One anna Date..... Contractor. Place of collection.....	*Original.* 1933-34. Buffaloe or Horse ... One anna Date..... Contractor. Place of collection.....
(2) *Counterfoil.* 1933-34. Cows and Oxen ... Six pies Date..... Contractor. Place of collection.....	*Original.* 1933-34. Cows and Oxen ... Six pies Date..... Contractor. Place of collection.....
(3) *Counterfoil.* 1933-34. Sheep or Goats .. Three pies Date..... Contractor. Place of collection.....	*Original.* 1933-34. Sheep or Goats .. Three pies Date..... Contractor. Place of collection.....

C. A. JABBAR,
District Forest Officer.

TUMKUR DISTRICT.

Notification, dated 29th May 1933.

Notice is hereby given that sealed tenders will be received at the Office of the District Forest Officer, Tumkur District, up to 4 P.M., on the 26th June 1933, for the purchase of the exclusive right of collecting tangadi (cassia auriculata) and kakke (cassia fistula) barks on all Government Unoccupied Lands and State Forests from 1st July 1933 to 30th June 1935, in the undermentioned units :—

Taluk	Hobli	Taluk	Hobli
Tumkur ...	1 Gulur	Gubbi ...	21 Hagalwadi
	2 Hebbur		22 Nittur
	3 Urdigere		23 Kadaba
	4 Kora		24 Gubbi
	5 Bellavi		25 Chitnahalli
	6 Tumkur		26 Chelur.
			27 Dandinasivara
Sira ...	7 Bukkapatna		
	8 Gowdagere	Kunigal ..	28 Kunigal
	9 Hulikunte		29 Hutridurga
	10 Kallambella		30 Amrutur
	11 Sira		31 Huliyurdurga
			32 Yadi yur
Chiknaikanhalli ...	12 Chiknaikanhalli		33 Kothagere
	13 Kandikere		
	14 Handankere	Madhugiri ...	34 All Hoblies
	15 Settikere		
	16 Huliyar	Pavagada ...	35 Do
Tiptur ...	17 Nonavinkere	Kortagere ...	36 Do
	18 Honnavalli		
	19 Tiptur	Turuvekere ...	37 Turuvekere
	20 Kibbanahalli	Sub-Taluk ...	38 Mayasandra

Remarks.—Includes produce on all Government Unoccupied Lands, Amruth Mahal Kavala, Plantations and State Forests and excludes the produce of Inam, Jodi, Kayamgutta, Sarvamanya, Kandayam and other lands which are in the occupancy of private individuals.

N.B.—Removal of Kakke bark in Plantations is prohibited.

The Government will not make any extra demand for lands resigned from occupation and the lessee shall not be entitled to any rebate on account of lands taken up for cultivation during the currency of the lease.

2. Each unit must be tendered separately and if more than one unit is tendered for in the same tender they must be specified separately.

3. Tenders of defaulters on account of previous lessees and those not in accordance with Rule (4) will be summarily rejected.

4. Each Tender must be accompanied by a certificate from the Amildar of the Taluk in which he resides in the form prescribed by Government in regard to his solvency and its extent, or an exchange certificate as provided for in clause 5 and (2) also a sum of Rs. 200 as earnest money which must be in the form of currency notes.

5. The cover containing the tender should be addressed to the District Forest Officer, Tumkur District, Tumkur and should be duly registered, insured and superscribed "TENDER FOR THE LEASE OF COLLECTING TANGADI AND KAKKE BARKS".

6. Name and address of the tenderer must be clearly given.

7. The tenders will be opened at 4 P.M., before such of the tenderers as may be present.

8. Acceptance of tender rests with the Chief Conservator of Forests in Mysore who may accept or reject any tender without assigning reasons.

9. The highest tenderer shall, within three days of the notice of tender acceptance, credit into the Government Treasury one-quarter of the total sale amount including the deposit already made together local, railway and other cesses, if any, on the full lease amount at the rates prevailing in the district. In default, the deposit already made will be forfeited and the right resold. Such resale will be at the risk of the defaulting purchaser who will be liable to make good any loss that may result to Government by it, but will have no claim to any surplus accruing therefrom. Such losses shall be recoverable as an arrear of land revenue.

10. If the tender is not accepted by the authority concerned all moneys paid will be refunded, to the party.

For other details and conditions of the lease, please see detailed Notification No. E. 330-1210-32, dated 31st March 1933, published by the Chief Conservator of Forests in Mysore in the *Mysore Gazette*, dated 13th April 1933.

M. V. NARASIMHAIYA,
District Forest Officer

OFFICE OF THE SUPERINTENDENT, GOVERNMENT STATIONERY DEPOT, BANGALORE.

SUBJECT—Regarding the report of shortages of stationery by receiving officers immediately on receipt of the supplies from the Stationery Depot.

Circular No. S. 3153, *dated* 15*th May* 1933.

To—

All officers obtaining supplies of stationery articles and papers from the Government Stationery Depot, Bangalore.

The undersigned desires to bring to the notice of all officers entitled to the supply of stationery articles and papers from the Stationery Depot that all stationery articles and papers despatched to the several offices are carefully counted in the Stationery Depot and thoroughly checked twice before being packed. Cash security of Rs. 100 is furnished by each of the packers and the packing is carried out under the personal supervision of the Supervisor who has also furnished a substantial security of Rs. 1,000. In addition to these efficient checks and counter-checks, all cases of shortages reported by receiving officers after observing the conditions prescribed in the Stationery Rules are promptly investigated and the shortages made good if such reports are found reasonable. It is, however, observed that in several cases reports about shortages are made after considerable delay and long after the receipt of the consignments in the receiving offices when no useful purpose can be served by any enquiries made by this office. The attention of all receiving officers is therefore invited to Rules 21 and 22 of the Rules for the supply of Stationery articles and Forms appended to Government Order No. G. 201-60—P. & S. 1-31-1, dated 8th July 1931 (reproduced below for facility of reference), which lay down that the packages of stationery should be opened immediately on arrival and the contents verified with the invoice in the presence of the receiving officer and the invoice returned to this office immediately duly receipted. If any shortages are noticed, a detailed report may be kindly furnished noting the names of the missing articles, the condition in which the consignment was received, and whether the packing was intact or showed signs of having been tampered with. Such reports can be admitted only if made within a week after the receipt of the consignments in the receiving office. All such cases will be promptly investigated and if the complaint is proved to be well-founded, the shortages will be made good by the Stationery Depot. In cases in which the shortages are reported later than a week after the receipt of supplies, no useful action can be taken by this office and the Stationery Depot cannot undertake any responsibility for the alleged shortages.

B. PUTTAIYA,
Superintendent of Stationery.

RULES FOR THE SUPPLY OF STATIONERY ARTICLES AND FORMS.

* * * *

Rule 21. On arrival of the supplies, the receiving officers shall have the packages placed in a dry and properly-protected place. They shall then be opened at once and the contents verified with the invoice in the presence of the receiving officer or of some one appointed by him, who shall certify to the fact at the foot of the receipt. The receipt shall then be signed and *immediately* transmitted to the Superintendent of Stationery with details of any missing articles. The transmission of the receipt must not be delayed pending reference to the Stationery Depot regarding the short or excess delivery which should form the subject of separate correspondence.

Rule 22. In the unavoidable absence of the Head of the Office, the packages shall be opened by the Sheristedar, Manager or Head Clerk and the certificate shall be signed by the officer who supervises the opening of the packages and countersigned by the Head of the Office.

* * * *